



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
HOME IMPROVEMENT COMMISSION
500 JAMES ROBERTSON PKWY., SUITE 110
NASHVILLE, TN 37243-1140
TELEPHONE: 800-544-7693 OR FAX: (615) 532-2868
www.state.tn.us/commerce/boards/contractors
Email: HIC.Renewal@state.tn.us

LICENSE RENEWAL NOTICE (Profession 1701)
Fees Payable to: **"Home Improvement Commission"**
Renewal Fee: \$125.00
Penalty (Per Month): 10.00
Maximum Penalty: 30.00 (up to 90 days)

Address Change: ☐ NO ☐ *YES – List Below

LICENSE ID# 000 _____

LICENSE NAME: _____

Fee Validation - For Office Use Only

Please allow 5 to 7
business days for
mail delivery!

(Attach Mailing Label)

(Complete below for address change or update information)

***ADDRESS:** _____
(If listing a P.O. Box, include physical address)

CITY _____ STATE _____ ZIP _____

TELEPHONE : (____) _____ - _____ ; CELL: (____) _____ - _____ FAX: (____) _____ - _____

OWNER(S) IN CHARGE: _____
Email: _____

Current Mode of Operation: ☐ Individual/Sole Proprietor ☐ Corporation ☐ Partnership ☐ LLC

1. ☐ Yes ☐ No Has there been any changes in reference to your business name or mode of operation since last renewal additional? If yes, explain: _____

2. ☐ Yes ☐ No Has there been any changes in responsible party since the issuance of your last license? If yes, explain: _____

3. ☐ Yes ☐ No Do you have General Liability Insurance? If yes, please attach.

4. ☐ Yes ☐ No Do you have one (1) or more employee? If yes, must submit proof of workers compensation insurance.

5. ☐ *Yes ☐ No Disclosure: Have you been convicted of a felony? Have you become involved in litigation, and/or had judgments rendered against you in the field of home improvement? Have you had a trade license revoked or suspended? *If yes, please attach an explanation and court documents. Conviction and/or judgments do not prevent license renewal. However, failing to disclose information is a violation of law, where penalties may be imposed, as well as, license revocation.

6. Please indicate the type of financial responsibility and expiration date you have on file with the Home Improvement Commission. Please note, the license is considered invalid upon expiration or cancellation of the bond: (check one of the following):

_____ **\$10,000 Surety Bond with Original "Power of Attorney" is on file as continuous or attached**
Name of Insurance/Bonding Company: _____
Expiration Date: _____ **Bond Number:** _____
_____ **Cash Bond / Expiration Date:** _____
_____ **Property Bond / Expiration Date:** _____
_____ **Irrevocable Letter of Credit / Expiration Date:** _____

 **X**

(Signature of Owner/Responsible Person)

(Print Name)

(Date)

INSTRUCTIONS

In order to renew your Home Improvement license, the following items must be in place:

- The renewal fee is **\$125.00** if submitted no later than the expiration date on the license certificate. Check or money order should be made payable to: **"Home Improvement Commission"** and include your license ID number on the payment.
- The late penalty fee is \$10.00 per month, not to exceed three (3) months \$30.00. The license cannot be renewed if it has been expired in excess of ninety (90) days and you would be required to file a new application, which may be obtained by contacting the Commission Office at 1-800-544-7693 or (615) 532-3994 or by visiting the web site at:
<http://www.state.tn.us/commerce/boards/contractors/>
- The renewal form must be complete. Answer questions 1 – 6; attach proof of insurance for general liability and workers compensation insurance; attach \$10,000 financial responsibility, such as a surety bond, unless current and on file; attach fee (renewal and any late fees); sign and mail to:

Home Improvement Commission
500 James Robertson Pkwy., Suite 110
Nashville, TN 37243-1140

NOTICE: Effective July 1, 2007, changes in the contractor's law for home improvement requires the following:

(1) Contracts must be in legible writing and contain the complete agreement between the owner and the home improvement contractor; (2) State the full names and addresses of all parties, the license number of the home improvement contractor, the date when executed by the parties and contain a description of the work to be done and the goods to be used; (3) Be completed in full without any blank spaces to be filled in after the contract is signed by the owner and clearly describe any other documents which are to be incorporated, and shall contain the following notice directly above the space provided for the signature of the owner: "NOTICE TO OWNER: Do not sign this contract if blank. You are entitled to a copy of the contract at the time you sign"; (4) Contain the approximate dates when the work will begin and be substantially completed; (5) Contain the agreed upon consideration for the work; (6) Contain a notice that all home improvement contractors must be licensed by the board and that any inquiries about a contractor should be transmitted to the board's office; (7) Contain all other matters upon which the parties lawfully agree; and (8) Not contain any power of attorney to confess judgment. No sales person, agent or employee of the home improvement contractor shall be authorized to make any changes in the agreement on behalf of the owner.

You may review law changes on the website at: www.state.tn.us/commerce/boards/contractors